

**STILLWATER TOWNSHIP COMMITTEE MEETING**  
**MINUTES**  
**April 25, 2017**  
**Regular Meeting**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Chamblings at 7:03 p.m. noting the meeting date, time and place were duly published in the New Jersey Herald and posted at the Town Hall and advised those present that this meeting was being held in compliance with provisions of P.L. 1975, Chapter 231, Sections 4 & 13.

Roll Call was taken and the flag was saluted.

PRESENT: Deputy Mayor Gross, Committeeman Fisher, Committeeman Morrison, Committeeman Scott, Mayor Chamblings, Municipal Clerk Lynda Knott, Attorney Angelo Bolcato

**REGULAR SESSION:**

**CONSENT AGENDA:**

**ALL MATTERS LISTED BELOW ARE CONSIDERED ROUTINE IN NATURE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF ANY DISCUSSION IS DESIRED, THAT PARTICULAR ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY ON THE REGULAR AGENDA.**

**MINUTES:**

January 7, 2017 Special Budget Meeting Minutes

**RESOLUTIONS:**

2017-057 Authorizing Payment of Redemption

**REPORTS:**

Building Department Report of March 2017

Tax Collector Report of March 2017

QPA Report of March 2017

DPW Reports of February and March 2017

Recreation Commission Minutes of March 6, 2017

Convenience Center Monthly Reports from February and March 2017

Environmental Commission Minutes of March 13, 2017

SC – Public Health Nursing Activity Report of March 2017

Mr. Scott made a **motion** to approve the Consent Agenda, seconded by Mr. Gross.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

Mayor Chamblings asked the Clerk to request a monthly report from the Animal Control Officer.

**MINUTES:**

February 4, 2017 – Special Budget Meeting Minutes

Mr. Morrison made a **motion** to approve the minutes of February 4, 2017, seconded by Mr. Gross.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, abstain, Mayor Chamblings, yes

**MINUTES:**

April 4, 2017 - Regular Meeting Minutes

Mr. Morrison made a **motion** to approve the minutes of April 4, 2017, seconded by Mr. Gross.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, abstain, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

**BILLS LIST #6: \$929,643.77**

**RESOLUTION 2017-058 PAYMENT OF BILLS**

Mr. Scott made a **motion** to adopt Resolution 2017-058, removing PO #6843, seconded by Mr. Gross.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

Mr. Scott made a **motion** to approve payment of PO #6843, seconded by Mr. Fisher.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, abstain

**Open Public Session:**

**At this point, this portion of the meeting was opened to the public at 7:09 p.m.**

**Diane Apostola, 916 Five Points Lane** questioned the Tax Collector's Report for March 2017. Mayor Chamblings and Ms. Knott clarified that the collection rate varies over the year and was 97.12 percent overall for last year.

**There being no further members of the public wishing to speak, this portion of the meeting was closed.**

**OLD BUSINESS:**

**RESOLUTION 2017-059** Self-Examination of Budget

**TOWNSHIP OF STILLWATER**

**COUNTY OF SUSSEX**

**STATE OF NEW JERSEY**

**RESOLUTION-#2017-059**

**SELF-EXAMINATION OF BUDGET RESOLUTION**

*[as required by DCA]*

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the *Township of Stillwater* has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2017 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the *Township of Stillwater* that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:

- a. Payment of interest and debt redemption charges
- b. Deferred charges and statutory expenditures
- c. Cash deficit of preceding year
- d. Reserve for uncollected taxes
- e. Other reserves and non-disbursement items
- f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:

- a. All estimates of revenue are reasonable, accurate and correctly stated,
  - b. Items of appropriation are properly set forth
  - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Mr. Scott made a **motion** to adopt Resolution 2017-059, seconded by Mr. Gross.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamings, yes

### **PUBLIC HEARING OF THE 2017 MUNICIPAL BUDGET**

Ms. Rodriguez reported the 2017 budget is a fiscally responsible one, with an \$84,000 decrease from 2016. It is \$235,000 below the appropriation cap and \$59,000 below the tax levy cap. There are no negative impacts for 2018.

Ms. Mooney reviewed her handout as follows: The budget is \$3,563,126, an overall decrease of 2.31% from 2016. An increase in tax levy of .82% - \$16564.00; average home value is \$204,487.00; increase for the municipal portion of the 2017 levy is \$5.22. The debt level is .415% , well below the maximum allowable of 3.5%. Bond Anticipation Notes - \$1,848,968 with a .9% interest rate. The Capital Plan is \$237,400 with half being fully funded. The surplus is up \$105,231.57 from 12/15 to 12/16. The Tax Collector rate is 97.12%.

Ms. Mooney explained that even though the budget decreases it does not mean that taxes will decrease. There are revenues that are not reoccurring; and it can also be attributed to using more surplus and a major decrease in the collection of delinquent taxes.

**At this point, Mr. Scott made a motion to open the meeting for public comment on the proposed 2017 Budget, seconded by Mr. Gross. All were in favor.**

**Jan Bonavita, 918 Dove Island Road** commended the Committee and Ms. Mooney for their efforts on the budget, adding that they helped her to learn more about the budget process. She also thanked all the departments and individuals involved.

**Kathy Draghi, 1016 Route 619** asked for clarification on the tax levy of \$5.22. Ms. Mooney indicated it is \$5.22 based on an average household value of \$204,487.00. Ms. Draghi asked how the foreclosures factor into the tax collection rate. Ms. Mooney explained that most times taxes are paid by the bank that owns the houses to protect their interests.

**Jan Bonavita, 918 Dove Island Road** thanked Mr. Morrison for pushing toward a financial master plan for the future.

**There being no further members of the public wishing to speak, this portion of the meeting was closed for public comment on the 2017 Budget.**

**RESOLUTION 2017-060** Resolution of the Mayor and Township Committee of the Township of Stillwater Authorizing Reading of the Municipal Budget by Title and Providing for Public Hearing on the Budget Adoption

**STILLWATER TOWNSHIP  
SUSSEX COUNTY  
RESOLUTION 2017-060**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER AUTHORIZING READING OF THE MUNICIPAL BUDGET BY TITLE AND PROVIDING FOR PUBLIC HEARING ON THE BUDGET ADOPTION**

WHEREAS, N.J.S.40A:4-8 provides that the budget may be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full Governing Body, provided that at least one (1) week prior to the date of public hearing a complete copy of the approved budget, as advertised, has been posted in the Municipal Building, the Official Municipal web-site and copies have been made available by the Clerk to persons requesting them; and

WHEREAS, these conditions have been met;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, that the 2017 Municipal Budget shall be read by title at this public hearing for same.

Mr. Scott made a **motion** to adopt Resolution 2017-060, seconded by Mr. Gross.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

**ORDINANCE 2017-03 PUBLIC HEARING AND ADOPTION**

Fixing the Salaries and Wages of Officers and Employees of the Township of Stillwater for the Year 2017

**Ordinance 2017-03: Introduction (Public Hearing/Adoption – April 25, 2017)**

**FIXING THE SALARIES AND WAGES OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF STILLWATER FOR THE YEAR 2017**

Stillwater Township  
Sussex County, New Jersey  
ORDINANCE 2017-03

AN ORDINANCE FIXING SALARIES AND WAGES OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, FOR THE YEAR 2017

BE IT ORDAINED by the Township Committee of the Township of Stillwater in the County of Sussex, New Jersey as follows:

Section 1. The Township of Stillwater shall pay its municipal officers and employees for services rendered as shown below. Figures shown represent annual salary, unless otherwise noted.

POSITION

Township Committee Member	\$ 4,149.00
Township Clerk	\$ 58,939.00
Township Clerk – Additional 2.5 Hours per week	\$ 4,208.58
Municipal Registrar	5,465.00
Principal Clerk Typist	47,984.00
Deputy Municipal Registrar	2,679.00
Receptionist	\$12.44 per hour
File Clerk	\$ 8.98 per hour
Chief Financial Officer	33,447.00
Finance Clerk	\$19.81 per hour
QPA – Stipend	\$ 3,000.00
Tax Assessor	29,700.00
Tax Collector	32,410.00

Tax Collector – Extra Hours	\$51.94 per hour
Zoning Officer/Code Enforcement	\$36,613.00
Acting Supervisor	As per contract
Recycling Coordinator	1,646.00
DPW Laborers	As per contract
Solid Waste Worker #1	\$ 11.82 per hour
Solid Waste Worker #2	\$ 10.50 per hour
Solid Waste Cashier	\$ 10.50 per hour
Recycling Worker #1	\$ 11.82 per hour
Recycling Worker #2	\$ 10.50 per hour
Construction Code Official	10,716.00
Plumbing Sub-code Official	8,490.00
Electrical Sub-code Official	8,323.00
Fire Sub-code Official	4,614.00
Smoke Detector Certifications	\$20.00 per Cert
Emergency Mgmt Coordinator	1,311.00
Deputy Emergency Mgmt Coordinator	536.00
Animal Control Officer	8,352.00
<b>BOARDS AND COMMISSIONS:</b>	
Zoning Board Secretary	6,380.00
Planning Board Secretary	6,380.00
Environmental Commission Secretary	2,560.00
Recreation Commission Secretary	1,967.00
Crossing Guard	\$12.61 per hour

Section 2. Specific salaries or wages established by this Ordinance shall be made retroactive to January 1, 2017 unless otherwise noted.

Section 3. Nothing in this ordinance shall be construed as making mandatory the payment of annual salary increments to any officer or employees of the Township of Stillwater. Salary or wage increases shall be contingent upon availability of the funds.

Section 4. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

Mr. Fisher asked for the following positions to be pulled for separate consideration: QPA and Zoning Officer/Code Enforcement

Mr. Scott made a **motion** to open the meeting for public comment on Ordinance 2017-03, seconded by Mr. Gross.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

**Tammy Richardson, Secretary for Recreation Commission (RC)** asked why the salary request for Recreation Secretary was not granted. Mayor Chamblings explained her reasoning, stating it would not be fair to increase the RC secretary to what the Environmental Commission Secretary salary is at as that individual has been in the position for 13 years and Ms. Richardson is relatively new to the position. Ms. Richardson stated this item was discussed during budget and she was under the impression everyone was in favor of the increase.

**Kathy Draghi, 1014 Route 619** asked why the QPA position is being separately discussed. The Mayor indicated it was upon request by Mr. Fisher.

**There being no further members of the public wishing to speak, this portion of the meeting was closed for comment on Ordinance 2017-03.**

Mr. Scott made a **motion** to adopt Ordinance 2017-03, removing QPA and Zoning Officer, seconded by Mr. Fisher.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

**Zoning Officer/Code Enforcement Salary:**

Mr. Scott made a **motion** to approve the 2017 salary of \$36,613.00, seconded by Mr. Gross. Mr. Scott referenced a memo from the Zoning Officer regarding additional time she worked and requesting compensation time for it. It was determined this item would be considered separately later in the meeting.

Mayor Chammings spoke with the Zoning Officer who raised concerns about not receiving the additional hour she requested. The Zoning Officer submitted her last two monthly reports and following review of said reports, the Mayor would like to look at the additional work that is required for the abandoned/vacant properties, which to date have provided revenue of \$18,000.

Mr. Morrison noted the importance of the monthly reports when considering salary requests and stated without the proper information he will not be making decisions on salary increases in the future.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, abstain, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chammings, yes

**OPA Stipend:**

Mr. Fisher asked for this item to be pulled for further discussion. He felt until a baseline on the required work is established the stipend should not be offered. Mayor Chammings stated to date there have been nine work hours for the QPA since mid-January.

Mr. Scott made a **motion** to approve the \$3,000 stipend for the QPA position for 2017, seconded by Mr. Morrison.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, no, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chammings, yes

**RESOLUTION 2017-061 EMPLOYEE SALARIES FOR 2017**

Mr. Scott made a **motion** to adopt 2017-061, removing QPA and Zoning Officer/Code Enforcement for separate consideration, seconded by Mr. Morrison.

**Stillwater Township  
Sussex County, New Jersey  
Resolution 2017-061**

**WHEREAS**, the Township Committee adopted Ordinance # 2017-003 on April 25, 2017; and **WHEREAS**, the Township Committee of the Township of Stillwater desires to set the specific salaries for full-time and part-time non-contract Township employees for the year 2017,

**NOW, THEREFORE, BE IT RESOLVED** that the following salaries are retroactive to January 1, 2017 unless otherwise noted:

Lisa Chammings	Mayor	\$ 4,149.00
Charles Gross	Deputy Mayor	4,149.00
George Scott	Committeeman	4,149.00
William Morrison	Committeeman	4,149.00
Timmy Lee Fisher	Committeeman	4,149.00
Lynda Knott	Township Clerk	58,939.00
Lynda Knott	Township Clerk, Additional 2.5 hours	4,209.00
Lynda Knott	Municipal Registrar	5,465.00
Lynda Knott	Qualified Purchasing Agent-stipend	3,000.00
Kathy Wunder	Principal Clerk Typist	47,984.00
Dawn Tighe	Deputy Municipal Registrar	2,679.00
Dawn Tighe	Receptionist	\$12.44 per hour
	File Clerk	\$ 8.72 per hour
Dana Mooney	Chief Financial Officer	33,447.00
Tammy Leonard	Finance Clerk	\$19.81 per hour
Tammy Leonard	Clean Communities Coordinator	\$ 1,000.00
Penny Holenstein	Tax Assessor	29,700.00

Gisela Rutnik	Tax Collector	32,410.00
Gisela Rutnik	Tax Collector – Extra Hours	\$51.94 per hour
DEPARTMENT OF PUBLIC WORKS		
Brian Hendershot	Equipment Operator	As per contract
Gerald Leatham	Acting Supervisor	As per contract
Keith Whitehead	Recycling Coordinator	1,646.00
Truck Driver Heavy/Road Repairer		As per contract
William (Andy) Martin	Solid Waste Worker #1	\$11.82 per hour
Louis Zack	Solid Waste Cashier	\$10.50 per hour
David Bell	Recycling Worker #2	\$10.50 per hour
CONSTRUCTION DEPARTMENT		
James Cutler	Construction Code Official	10,716.00
Robert Huber	Plumbing Sub-code Official	8,490.00
Patrick Murphy	Electrical Sub-code Official	8,323.00
Walter Van Kirk	Fire Sub-code Official	4,614.00
James Cutler	Smoke Detector Certifications	\$20.00 per Cert
Arlene Fisher	Zoning Officer	36,613.00
PUBLIC SAFETY		
Joseph Sugar	Emergency Mgmt Coordinator	1,311.00
Deborah Pfunke	Deputy Emergency Mgmt Coordinator	536.00
Alan DeCarolis	Animal Control Officer	8,352.00
Elizabeth Diorio	Crossing Guard	12.61 per hour

#### BOARDS AND COMMISSIONS:

Alfia Schemm	Zoning Board Secretary	6,380.00
Alfia Schemm	Planning Board Secretary	6,380.00
Kathy Wunder	Environmental Comm Secretary	2,560.00
Tami Richardson	Recreation Comm. Act Secretary	1,967.00

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

#### **RESOLUTION 2017-061(A) ZONING OFFICER/CODE ENFORCEMENT SALARY FOR 2017**

Mr. Scott made a **motion** to adopt 2017-061(a), Zoning Officer/Code Enforcement, seconded by Mr. Morrison.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, abstain, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

#### **RESOLUTION 2017-061(B) QPA SALARY 2017**

Mr. Scott made a **motion** to adopt 2017-061(b), QPA, seconded by Mr. Gross.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, no, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

#### **DISCUSSION ITEMS:**

##### **Recycling Center Driveway:**

Ms. Mooney reported a portion of the funding for the Recycling Center driveway had to be used for the town hall parking lot. There is no funding in general capital to offset the cost so it will have to be funded entirely through the Recycling Trust or it could be included in the bond ordinance for the next meeting. Ms. Knott stated Mr. Vreeland estimated the project at approximately \$40,000; using one layer of oil and stone – driveway and container area included. Following a brief discussion, it was determined the project would be funded using the Recycling Trust.

**Town Hall Parking Lot:**

The bid was awarded and work should take approximately two weeks to complete. Arrangements will be made for emergency services currently housed at the Municipal Building property.

**Signs for Town Hall and Recycling Center:**

This item will be added to the next agenda. Mayor Chamings would like to focus on obtaining the town hall sign first (illuminated) and then if it is satisfactory to all, the Recycling Center sign (non-illuminated) can be ordered.

**Development of Veterans Memorial Park:**

Currently working on acquiring electrical service to the park.

**Former Swartwood Fire Department Building:**

Mr. Bolcato did receive a phone call indicating a response would be forthcoming. He has not received any to date.

**NEW BUSINESS:**

**ORDINANCE 2017-04 INTRODUCTION (Public Hearing/Adoption – May 16, 2017)**

Capital Ordinance Appropriating \$53,800 for Purposes Authorized to be Undertaken by the Township of Stillwater

**THE TOWNSHIP OF STILLWATER  
SUSSEX COUNTY, NEW JERSEY  
ORDINANCE NO. 2017-04**

**CAPITAL ORDINANCE APPROPRIATING \$53,800 FOR  
PURPOSES AUTHORIZED TO BE UNDERTAKEN BY**

**THE TOWNSHIP OF STILLWATER, IN THE COUNTY OF SUSSEX, NEW JERSEY**

BE IT ORDAINED by the Township Committee of the Township of Stillwater, in the County of Sussex, New Jersey, AS FOLLOWS;

Section 1. The several improvements described in Section 3 of this capital ordinance are hereby respectively authorized as general improvements to be made or acquired by the Township of Stillwater, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefore and amounting in the aggregate to \$53,800, which has heretofore been set aside for the improvements or purposes stated in Section 3 and now available therefore by virtue of provision in a previously adopted budget or budgets of the Township for capital improvement purposes.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$53,800 appropriations, the Township will use \$42,965 from the General Capital Improvement Fund, \$7,435.00 from Reserve for PEOSHA gear, and \$3,400.00 from excess funds in Ordinance 2016-005..

Section 3. The improvements hereby authorized and the several purposes for the allocation of which said obligations are to be spent, the appropriation made for an estimated cost of each such purpose, and the estimated maximum amount of funds to be spent for each such purpose, are respectively as follows:

Finance Department:

Purchase of Requisition System and all related costs to  
Set up the system and related computers \$ 5,000.00 General C.I.F.

Emergency Services Departments:

Turnout Gear for First Aid Squad & Stillwater F.D.,  
Fire Dept Equipment & Gear, including but not limited to  
Hose, Pagers and Flashlights \$22,565.00 General C.I.F.  
7,435.00 Reserve for PEOSHA



Emergency Services – Vehicles:

Equipment needed to outfit New Fire Truck	\$ 6,600.00	General C.I.F.
	3,400.00	Ord. 2016-005

Recreation Department:

Tennis Court – Materials & Labor Necessary for Repair & Repainting court	\$ 8,800.00	General C.I.F.
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All the aforesated improvements or purposes where applicable, are in accordance with specifications on file in the office of the Township Clerk, which specifications are hereby approved.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

The said purposes described in Section 3 of this capital ordinance are capital expenses and are each a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specifically assessed on property specially benefited thereby.

The average period of usefulness of said purposes within the limitations of said Local bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed by this capital ordinance, is five (5) years.

Section 5. The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

Section 6. This capital ordinance shall take effect ten (10) days after the publication thereof after final adoption.

Mr. Scott made a **motion** to introduce Ordinance 2017-04, seconded by Mr. Fisher.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

**RESOLUTION 2017-062: Renewing Campground Licenses for North Shore House LLC and Mountain Shadows Lake Association, Inc.**

Mr. Scott made a **motion** to adopt Resolution 2017-062, seconded by Mr. Fisher.

**TOWNSHIP OF STILLWATER  
SUSSEX COUNTY, NEW JERSEY  
RESOLUTION NO. 2017-062**

WHEREAS, The Township Committee of the Township of Stillwater, County of Sussex and State of New Jersey, pursuant to the authority vested In it by an act of Legislature, has heretofore by ordinance, provided for campgrounds in the Township of Stillwater; and

WHEREAS, the following named Campground holder has filed an application for the license renewal, passed inspections and all fees have been paid.

NOW, THEREFORE, BE IT RESOLVED, that the following campground license be granted renewal for the period of May 1, 2017 to April 30, 2018.

**LICENSEE**

North Shore House LLC  
Mountain Shadows Lake Association, Inc.

BE IT FURTHER RESOLVED, that the Township Clerk is hereby authorized to issue the License herein granted, the same effective as provided by Law.

Mayor Chamblings indicated final reports have been submitted by the Construction Official and Zoning Officer. The Zoning Officer is currently working with Mountain Shadows to bring two sites into compliance; each site has had utilities turned off and cannot be used.

**Roll Call Vote:** Mr. Gross, yes, Mr. Fisher, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Chamblings, yes

## **COMMITTEE REPORTS:**

### **Committeeman Gross:**

Zoning Board meeting was held on April 24, 2017, approving an application for a garage. Mr. Gross reported on the Rescue Squad monthly report.

### **Committeeman Morrison:**

Planning Board meeting was held last week with a courtesy presentation by the Stillwater School for a greenhouse project/outdoor classroom. The project will be funded through donations and a grant. They will appear before the Township Committee in the near future to provide an additional presentation. The Planning Board is currently reviewing outdated ordinances that better reflect the needs of the township.

### **Committeeman Scott:**

DPW worked on the pavilion area at Veteran's Park. There will be a Recreation Commission meeting on Monday, May 1<sup>st</sup> with a work session beginning at 6 p.m.

### **Mayor Chamings:**

The Environmental Commission met on May 10<sup>th</sup> and Greg Dvorsky was appointed as a regular member. Mr. Blanchard moved to an alternate member position. The ANJEC presentation was cancelled. Recycling quarterly spreadsheet is being drafted. Quotes to be obtained from Mr. Pierce for the signs at the Recycling Center. Mayor Chamings expressed condolences for the passing of EC member Ed Szabo's son.

## **DISCUSSION ITEMS:**

### **Employee Handbook:**

Ms. Knott will resend the changes to the handbook for Committee review.

### **Compensation Time for the Zoning Officer:**

Mr. Bolcato advised if compensation for an employee is going to be discussed that employee must be provided a RICE notice.

Ms. Knott stated there is currently no policy for compensation time in the employee handbook. She provided several examples of when comp time is used for such events as the rabies clinic and elections. The Committee determined a compensation policy should be drafted for inclusion in the handbook.

### **Attorney Report:**

Mr. Bolcato had a title search conducted on the Five Points area regarding the right-of-way (ROW) and he obtained a map showing the area of concern. An engineer or surveyor will mark out the areas of the ROW. Ms. Knott will obtain a list of property owners affected from the Tax Assessor so notice can be provided.

### **Open Public Session:**

**At this point, this portion of the meeting was opened to the public.**

**There being no members of the public wishing to speak, this portion of the meeting was closed.**

### **Miscellaneous Items:**

- Ms. Knott reported the payroll issue is being resolved and in 2018, there will be 24 pays.
- Mayor Chamings reminded all to submit their financial disclosure statements.
- Road construction on Route 610 has been postponed to May 8<sup>th</sup>.
- Mayor Chamings asked the Committee to review the information they have been provided on Lake Plymouth in preparation for the meeting on May 2<sup>nd</sup>.
- Cell phone usage and its cost was briefly mentioned; as was the possibility of phone lines through Service Electric as opposed to Century Link.

**EXECUTIVE SESSION:**

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mr. Morrison, seconded by Mr. Fisher and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 8:30 p.m.

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting under certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Stillwater, in the County of Sussex and State of New Jersey as follows:

1. The public shall be excluded from that portion of this meeting.
2. The general nature of the subject matter to be discussed is as follows: Attorney/Client
3. As nearly as can now be ascertained, the matter or matters to be discussed at this time will be disclosed to the public when such matters are resolved.

There being no further business to attend to, a **motion** was made by Mr. Scott, seconded by Mayor Chamings to conclude the Executive Session at 8:55 p.m., unanimously carried by roll call vote.

There being no further business, Mr. Scott made a **motion** to adjourn the meeting at 8:55 p.m., seconded by Mayor Chamings. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder